



CITY OF GROSSE POINTE WOODS
MEMORANDUM

DATE: February 21, 2023

TO: Mayor and City Council

FROM: Susan Como, Assistant City Administrator 

SUBJECT: REQUEST FOR PROPOSALS FOR CDBG ACTIVITIES

The Department of Housing and Urban Development (HUD) and Wayne County have invited the communities to participate in the Request for Proposals for the Community Development Block Grant (CDBG) 2023 Activities Program. Each participating community will receive \$20,000 to be utilized on qualifying projects and/or public service.

Annually, each community has the option of designating the \$20,000 on qualifying projects and/or a public service of their choice.

Once again, it is the intent of the Village of Grosse Pointe Shores, Grosse Pointe Farms, Grosse Pointe City, Grosse Pointe Park and Harper Woods to allocate \$6,000 (30%) of the \$20,000 to PAATS and the remaining \$14,000 (70%) to *The Helm Life Center* for senior center operations.

It is my recommendation that City Council authorize the City Administrator to submit the city's 2023 CDBG Application allocating \$6,000 (30%) of the \$20,000 in CDBG public service funds to PAATS and the remaining \$14,000 (70%) to *The Helm Life Center* for senior center operations to Wayne County for inclusion in Wayne County's Annual Action Plan to the U.S. Department of Housing and Urban Development by the March 2023 deadline.

Approved for Council's consideration:



Frank Schulte, City Administrator



**REQUEST FOR PROPOSALS
2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM ACTIVITIES**

***COMPLETED APPLICATIONS MUST BE RECEIVED BY **March 10, 2023** - 4:30 PM**

Wayne County Community Development (WCCD) invites qualified organizations with eligible projects to apply for Community Development Block Grant (CDBG) funds for Public Services Projects and Community Development Projects. You must demonstrate the capacity and meet measurable objectives outlined in the 2021 - 2025 Wayne Counties' Program Consolidated Action Plan.

All applicants are encouraged to attend the application training held on January 12th @ 2pm

WCCD will also offer Technical Assistance Thereafter.

Members of the Community Development staff will be available for consultation on specific application questions.

APPLICANT INFORMATION

Sub-Recipient Name: City of Grosse Pointe Woods Contact Person: Frank Schulte, City Administrator
Address: 20025 Mack Plaza Drive City: Grosse Pointe Woods, MI, Zip: 48236

Contact Person Phone Number: Frank Schulte E-Mail Address: fschulte@gpwmi.us AND scomo@gpwmi.us

City Planning/Engineering Department Director: N/A Contact Phone Number: N/A

PROJECT INFORMATION

PROJECT NAME: Public Services (Senior Transportation)

PROJECT ADDRESS OR LOCATION: Pointe Area Assisted Transportation Services (PAATS), 158 Ridge Rd. Grosse Pointe Farms 48236

TOTAL CDBG FUNDING REQUEST: \$6,000.00 TOTAL PROJECT BUDGET: \$ 6,000.00

ADDITIONAL FUNDING SOURCES: \$ No other funding sources are being used.

**ANY COSTS EXCEEDING THIS REQUEST WILL BE THE RESPONSIBILITY OF THE COMMUNITY.
ADDITIONAL COSTS DISCOVERED AFTER THE START OF THE PROJECT MAY RESULT IN ITS CANCELLATION.**

PLEASE CHECK WHICH WAYNE COUNTY CONSOLIDATED PLAN PRIORITY NEED(S) THIS PROJECT ADDRESSES:

	HIGH PRIORITY NEEDS		LOW PRIORITY NEEDS
	Preserve and Upgrade Existing Housing		New Affordable Housing Units
	Retain and Increase Number of Jobs		Promote Homeownership
	Improve Public Infrastructure		Local and Regional Planning
	Improve Neighborhoods		
X	Public Services		
	Homeless Outreach and Prevention		

PROJECT DESCRIPTION:

DESCRIBE THE PROJECT FULLY. THE DESCRIPTION SHOULD INCLUDE THE BASIC SCOPE OF SERVICE. INCLUDE A MAP OF THE AREA TO BE SERVED AND INCLUDE PROJECT PHOTOS. **(MUST BE SUBMITTED WITH APPLICATION):**

The City of Grosse Pointe Woods is allocating \$6,000.00 to Pointe Area Assisted Transportation Service (PAATS). PAATS provides necessary transportation to the elderly and disabled residents for medical, nutritional, social, shopping and recreational purposes. PAATS serves over 9,500 residents of the communities of Harper Woods, Grosse Pointe, Grosse Pointe Farms, Grosse Pointe Park, Grosse Pointe Shores, and Grosse Pointe Woods.

PROJECT SUBMISSIONS MUST INCLUDE THREE QUOTES ALONG WITH A SIGNED AFFIDAVIT FROM THE CITY PLANNING OR ENGINEERING DEPARTMENT ON THE FEASIBILITY OF THE SCOPE AND PROJECT COST.

PLEASE COMPLETE THE ATTACHED BUDGET BY APPLICABLE LINE ITEM FOR THE PROJECT COST.

IF YOU ARE SUBMITTING MORE THAN ONE PROJECT, PLEASE INDICATE THE LEVEL OF ITS PRIORITY. (EXAMPLE: PRIORITY 1 OR PRIORITY 2, ETC.)

ENGINEERING DRAWINGS AND SPECIFICATIONS OF THE PROJECT IN DETAIL ARE REQUIRED FOR APPROVAL. **THE ENGINEERING COST, SPECIFICATIONS AND OTHER COSTS ASSOCIATED WITH THE PROJECT(S) CAN BE INCLUDED IN YOUR PROJECT BUDGET LINE ITEM.**

DO YOU OWN THE PROPERTY OR HAVE SITE CONTROL? YES OR NO, or **N/A** (PLEASE CIRCLE) PLEASE SUBMIT PROOF OF OWNERSHIP. YOU MUST HAVE SITE CONTROL TO BE CONSIDERED FOR FUNDING.

ARE YOU REQUESTING CDBG FUNDS TO PAY PROJECT ENGINEERING COSTS? YES OR NO, or **N/A** (PLEASE CIRCLE)

- If yes, you must provide proof of procurement within the last three years of engineering services with this application. If this question is left blank, engineering fees will not be allowed under the grant agreement.

PROJECTS MUST ADDRESS A NATIONAL OBJECTIVE. WHICH ONE WILL THIS PROJECT ADDRESS AND WHO ARE ITS BENEFICIARIES? (CHECK ONE BOX BELOW AND FILL IN THE DETAILS FOR IT.)

#1 - Area Benefit Only: Proposal benefits an area with at least 51% Low Moderate Income (LMI) persons.

What are the boundaries of the service area? In addition to a narrative, you must also provide a map of the service area and photos of the project area. The map must also include census tract(s) and block group(s).

Area benefit activities must be located in primarily residential service areas. Is the service area for the proposed project primarily residential? **Yes or No** (circle one)

Is this project located in a Low/Moderate Area (LMA) with a minority concentration? **Yes or No** (circle one)

#2 - Limited Clientele Benefit Only: Proposal directly serves ONLY a limited clientele presumed to be LMI. Identify and list the proposal's intended beneficiaries, e.g.: LMI persons, abused children, elderly persons, severely disabled adults, homeless persons, abused spouses, illiterate adults, migrant farm workers, and persons living with AIDS.

Type:	Total Number	Number LMI
<u>Elderly and Disabled</u>	<u>9,500</u>	<u>9,500</u>

What is the basis for the "Total Number" of persons served? The SEMCOG Community
Profile for the communities PAATS serves, which are Harper Woods, Grosse Pointe City,
Grosse Pointe Farms, Grosse Pointe Shores, Grosse Pointe Park and Grosse Pointe Woods.

#3 - Slums/Blight (Area): Proposal prevents or eliminates slums or blight on an area-wide basis. Applicant must provide a map with the description. Proposal must describe the factors contributing to the blight.

What are the boundaries of the service area? In addition to a narrative, you must also provide a map of the service area. The map must also include census tract(s) and block group(s).

#4 - Slums/Blight (Spot Blight): If the proposal addresses slums and blight on a spot basis, identify the factors causing the blight. You must also certify that they are a threat to public health and safety.

- #5 - Housing Benefit: Proposal benefits LMI through housing:** Participants must be income qualified. The presumed benefit does not apply to housing activities. HH = households

Total # HH to be assisted: _____ # LMI households to be assisted: _____

What is the basis of the "Total Number" of households to be served? _____

- #6 - Economic Development:** Describe the economic development activity.

ENVIRONMENTAL REVIEW

ALL PROJECTS MUST HAVE A COMPLETED ENVIRONMENTAL REVIEW ON FILE BEFORE ANY WORK MAY COMMENCE. WAYNE COUNTY WILL COMPLETE THE REVIEWS WITH REQUIRED INFORMATION FROM THE COMMUNITY.

WILL THE PROJECT:

Involve new construction, renovation, reconstruction, or conversion? Yes No
(Please circle the activity)

Change use or expand capacity by more than 20%? Yes No

Be located in a known floodplain or wetland? Yes No

Cause displacement of persons, businesses or remove personal property? Yes No

Be located by explosive/flammable materials and/or noxious plant operations? Yes No

What year was the property constructed (if applicable) N/A

If you are unsure how to answer these questions, please contact Stephanie Cayce at (313) 224-0756 or scayce@waynecounty.com.

**You must attach all required supporting documentation.
If required documentation is not provided with this application, Wayne County reserves the right to disqualify your application and deny project funding.**

Applicant must read and initial the following:

- I understand that expenditure of CDBG funds is subject to the OMB Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal awards found at 2 CFR 200 _____ **Initial**
- I understand that our municipality's local procurement guidelines must comply with the regulations found at 2 CFR 200 _____ **Initial**

SIGNATURE OF AUTHORIZED OFFICIAL

Signature: _____ Date _____

Typed Name & Title: Frank Schulte, City Administrator

I am authorized to sign this application on behalf of _____ and certify that its contents are, to the best of my knowledge, true and accurate. I understand that the willful submission of false or misleading information will result in a disqualification of this application and a denial of CDBG funding.

STATE OF MICHIGAN, WAYNE COUNTY ss:

The foregoing instrument was acknowledged before me this _____, 20__

By _____

Notary Public
State of Michigan
County of Wayne

My Commission Expires _____

Acting in the County of Wayne

Applications must be received by March 10, 2023 by 4:30 pm. Questions should be directed to Tuesday Redmond at (313) 224-6418 or emailed to redmond@waynecounty.com.

Applications will be scored and funding distributed from highest to lowest. Regardless of scoring, funding will only be awarded to projects that can be completed by _____, 2023. If an insufficient number of applications are submitted, the County reserves the right to re-issue the Notice of Funding Availability.

Wayne County also reserves the right to reject any or all proposals in whole or in part and to waive any informalities therein, or accept any proposal it may deem in the best interest of the County. *Note: Past experience and performance will be an award factor.*

* * * * *

Office Use Only

Activity Matrix Code: _____

Activity subject to Section 3?: YES or NO

Eligible - Approved Amount of Eligible Activity - \$ _____

Not Eligible - Explanation if not Eligible: _____



REQUEST FOR PROPOSALS
2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM ACTIVITIES

***COMPLETED APPLICATIONS MUST BE RECEIVED BY March 10, 2023 - 4:30 PM**

Wayne County Community Development (WCCD) invites qualified organizations with eligible projects to apply for Community Development Block Grant (CDBG) funds for Public Services Projects and Community Development Projects. You must demonstrate the capacity and meet measurable objectives outlined in the 2021 - 2025 Wayne Counties' Program Consolidated Action Plan.

All applicants are encouraged to attend the application training held on January 12th @ 2pm

WCCD will also offer Technical Assistance Thereafter.

Members of the Community Development staff will be available for consultation on specific application questions.

APPLICANT INFORMATION

Sub-Recipient Name: City of Grosse Pointe Woods Contact Person: Frank Schulte, City Administrator

Address: 20025 Mack Plaza Drive City: Grosse Pointe Woods, MI, Zip: 48236

Contact Person Phone Number: 313.343.2445 E-Mail Address: fschulte@gpwmi.us AND scomo@gpwmi.us

City Planning/Engineering Department Director: N/A Contact Phone Number: N/A

PROJECT INFORMATION

PROJECT NAME: Public Services (Senior Services)

PROJECT ADDRESS OR LOCATION: The Helm Life Center (The Helm) 158 Ridge Road, Grosse Pointe Farms MI 48236

TOTAL CDBG FUNDING REQUEST: \$ 14,0000 TOTAL PROJECT BUDGET: \$ 14,0000

ADDITIONAL FUNDING SOURCES: \$ No other funding sources are being used.

ANY COSTS EXCEEDING THIS REQUEST WILL BE THE RESPONSIBILITY OF THE COMMUNITY.
ADDITIONAL COSTS DISCOVERED AFTER THE START OF THE PROJECT MAY RESULT IN ITS CANCELLATION.

PLEASE CHECK WHICH WAYNE COUNTY CONSOLIDATED PLAN PRIORITY NEED(S) THIS PROJECT ADDRESSES:

	HIGH PRIORITY NEEDS		LOW PRIORITY NEEDS
	Preserve and Upgrade Existing Housing		New Affordable Housing Units
	Retain and Increase Number of Jobs		Promote Homeownership
	Improve Public Infrastructure		Local and Regional Planning
	Improve Neighborhoods		
X	Public Services		
	Homeless Outreach and Prevention		

PROJECT DESCRIPTION:

The City of Grosse Pointe Woods is allocating \$14,000.00 to The Helm Life Center. The Helm Life Center provides services to elderly residents, which includes (1) Meals on Wheels (2) chores assistance (3) medical equipment loans (4) caregiver information and support (5) Medicare counseling and (6) recreational programming. The Helm Life Center serves approximately 9,500 seniors (60+) of the communities of Harper Woods, Grosse Pointe, Grosse Pointe Farms, Grosse Pointe Park, Grosse Pointe Shores and Grosse Pointe Woods.

DESCRIBE THE PROJECT FULLY. THE DESCRIPTION SHOULD INCLUDE THE BASIC SCOPE OF SERVICE. INCLUDE A MAP OF THE AREA TO BE SERVED AND INCLUDE PROJECT PHOTOS. (MUST BE SUBMITTED WITH APPLICATION)

PROJECT SUBMISSIONS MUST INCLUDE THREE QUOTES ALONG WITH A SIGNED AFFIDAVIT FROM THE CITY PLANNING OR ENGINEERING DEPARTMENT ON THE FEASIBILITY OF THE SCOPE AND PROJECT COST.

PLEASE COMPLETE THE ATTACHED BUDGET BY APPLICABLE LINE ITEM FOR THE PROJECT COST. IF YOU ARE SUBMITTING MORE THAN ONE PROJECT, PLEASE INDICATE THE LEVEL OF ITS PRIORITY. (EXAMPLE: PRIORITY 1 OR PRIORITY 2, ETC.)

ENGINEERING DRAWINGS AND SPECIFICATIONS OF THE PROJECT IN DETAIL ARE REQUIRED FOR APPROVAL. THE ENGINEERING COST, SPECIFICATIONS AND OTHER COSTS ASSOCIATED WITH THE PROJECT(S) CAN BE INCLUDED IN YOUR PROJECT BUDGET LINE ITEM.

DO YOU OWN THE PROPERTY OR HAVE SITE CONTROL? YES OR NO, or N/A (PLEASE CIRCLE) PLEASE SUBMIT PROOF OF OWNERSHIP. YOU MUST HAVE SITE CONTROL TO BE CONSIDERED FOR FUNDING.

ARE YOU REQUESTING CDBG FUNDS TO PAY PROJECT ENGINEERING COSTS? YES OR NO, or N/A (PLEASE CIRCLE)

- If yes, you must provide proof of procurement within the last three years of engineering services with this application. If this question is left blank, engineering fees will not be allowed under the grant agreement.

PROJECTS MUST ADDRESS A NATIONAL OBJECTIVE. WHICH ONE WILL THIS PROJECT ADDRESS AND WHO ARE ITS BENEFICIARIES? (CHECK ONE BOX BELOW AND FILL IN THE DETAILS FOR IT.)

#1 - Area Benefit Only: Proposal benefits an area with at least 51% Low Moderate Income (LMI) persons.

What are the boundaries of the service area? In addition to a narrative, you must also provide a map of the service area and photos of the project area. The map must also include census tract(s) and block group(s).

Area benefit activities must be located in primarily residential service areas. Is the service area for the proposed project primarily residential? **Yes or No** (circle one)

Is this project located in a Low/Moderate Area (LMA) with a minority concentration? **Yes or No** (circle one)

#2 - Limited Clientele Benefit Only: Proposal directly serves ONLY a limited clientele presumed to be LMI. Identify and list the proposal's intended beneficiaries, e.g.: LMI persons, abused children, elderly persons, severely disabled adults, homeless persons, abused spouses, illiterate adults, migrant farm workers, and persons living with AIDS.

Type:	Total Number	Number LMI
Elderly	9,500	9,500

What is the basis for the "Total Number" of persons served? The SEMCOG Community
Profile for the communities The Helm Life Center serves, which are Harper Woods, Grosse Pointe City,
Grosse Pointe Farms, Grosse Pointe Park, Grosse Pointe Shores and Grosse Pointe Woods

#3 - Slums/Blight (Area): Proposal prevents or eliminates slums or blight on an area-wide basis. Applicant must provide a map with the description. Proposal must describe the factors contributing to the blight.

What are the boundaries of the service area? In addition to a narrative, you must also provide a map of the service area. The map must also include census tract(s) and block group(s).

#4 - Slums/Blight (Spot Blight): If the proposal addresses slums and blight on a spot basis, identify the factors causing the blight. You must also certify that they are a threat to public health and safety.

- #5 - Housing Benefit: Proposal benefits LMI through housing:** Participants must be income qualified. The presumed benefit does not apply to housing activities. HH = households

Total # HH to be assisted: _____ # LMI households to be assisted: _____

What is the basis of the "Total Number" of households to be served? _____

- #6 - Economic Development:** Describe the economic development activity.

ENVIRONMENTAL REVIEW

ALL PROJECTS MUST HAVE A COMPLETED ENVIRONMENTAL REVIEW ON FILE BEFORE ANY WORK MAY COMMENCE. WAYNE COUNTY WILL COMPLETE THE REVIEWS WITH REQUIRED INFORMATION FROM THE COMMUNITY.

WILL THE PROJECT:

Involve new construction, renovation, reconstruction, or conversion?
(Please circle the activity) Yes No

Change use or expand capacity by more than 20%? Yes No

Be located in a known floodplain or wetland? Yes No

Cause displacement of persons, businesses or remove personal property? Yes No

Be located by explosive/flammable materials and/or noxious plant operations? Yes No

What year was the property constructed (if applicable) N/A

If you are unsure how to answer these questions, please contact Stephanie Cayce at (313) 224-0756 or scayce@waynecounty.com.

**You must attach all required supporting documentation.
If required documentation is not provided with this application, Wayne County reserves the right to disqualify your application and deny project funding.**

Applicant must read and initial the following:

- I understand that expenditure of CDBG funds is subject to the OMB Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal awards found at 2 CFR 200 _____ **Initial**
- I understand that our municipality's local procurement guidelines must comply with the regulations found at 2 CFR 200 _____ **Initial**

SIGNATURE OF AUTHORIZED OFFICIAL

Signature: _____ Date _____

Typed Name & Title: Frank Schulte, City Administrator

I am authorized to sign this application on behalf of _____ and certify that its contents are, to the best of my knowledge, true and accurate. I understand that the willful submission of false or misleading information will result in a disqualification of this application and a denial of CDBG funding.

STATE OF MICHIGAN, WAYNE COUNTY ss:

The foregoing instrument was acknowledged before me this _____, 20__

By _____

Notary Public
State of Michigan
County of Wayne

My Commission Expires _____

Acting in the County of Wayne

Applications must be received by March 10, 2023 by 4:30 pm. Questions should be directed to Tuesday Redmond at (313) 224-6418 or emailed to redmond@waynecounty.com.

Applications will be scored and funding distributed from highest to lowest. Regardless of scoring, funding will only be awarded to projects that can be completed by _____, 2023. If an insufficient number of applications are submitted, the County reserves the right to re-issue the Notice of Funding Availability.

Wayne County also reserves the right to reject any or all proposals in whole or in part and to waive any informalities therein, or accept any proposal it may deem in the best interest of the County. *Note: Past experience and performance will be an award factor.*

* * * * *

Office Use Only

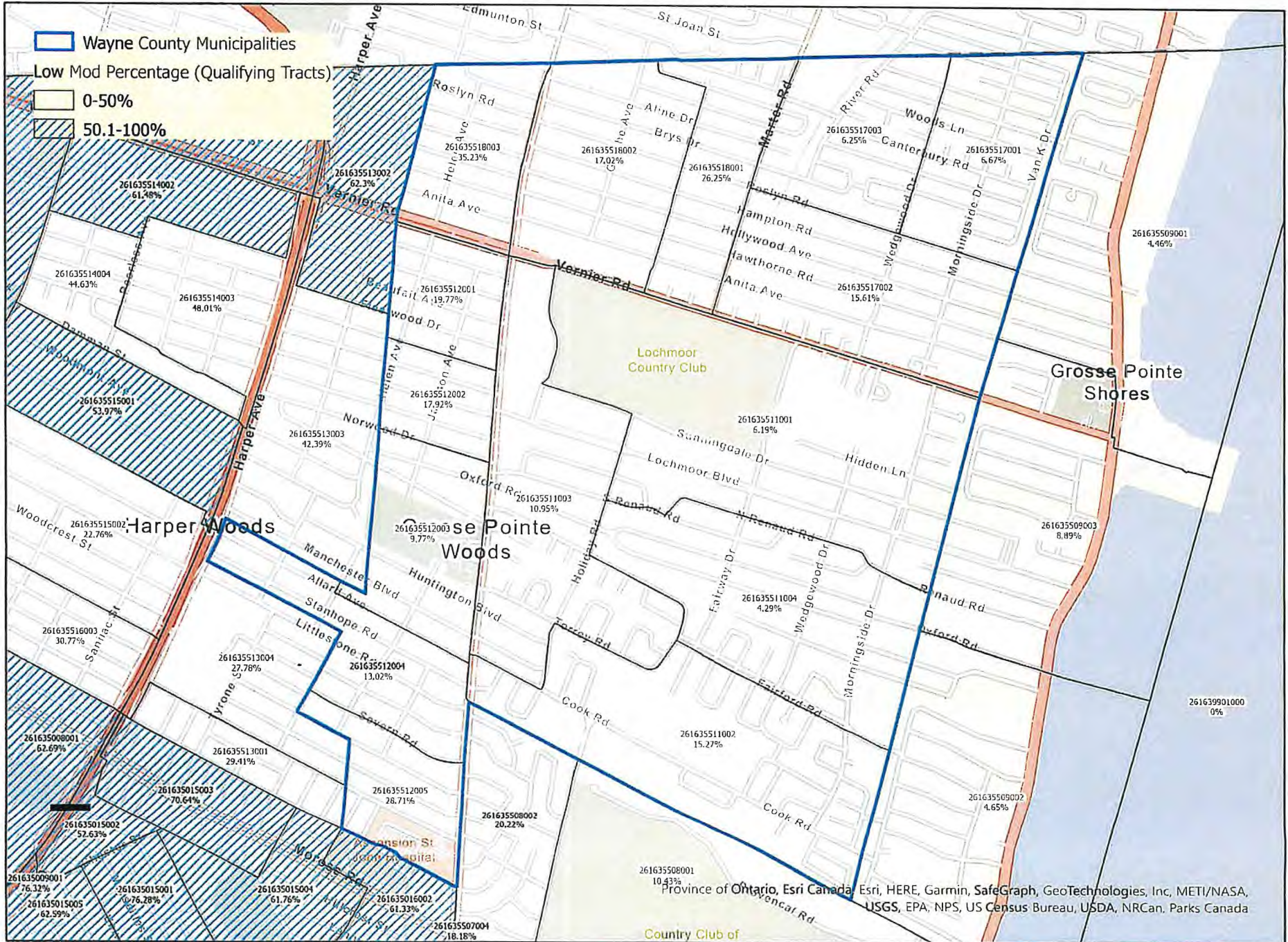
Activity Matrix Code: _____

Activity subject to Section 3?: YES or NO

Eligible - Approved Amount of Eligible Activity - \$_____

Not Eligible - Explanation if not Eligible: _____

City of Grosse Pointe Woods CDBG Eligible Block Groups



Province of Ontario, Esri Canada, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, NRCan, Parks Canada

**City of Grosse Pointe Woods
County of Wayne**

Resolution Approving PY 2023 CDBG Application

WHEREAS, Wayne County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and

WHEREAS, Wayne County has allocated \$20,000.00 to each of the 34 participating communities and requested CDBG-eligible projects for inclusion in the Action Plan, and

WHEREAS, the City of Grosse Pointe Woods found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need.

<u>Activity</u>	<u>Amount</u>
Senior Services (The Helm Life Center)	\$14,000.00
Transportation Services (PAATS)	\$6,000.00

NOW, THEREFORE, BE IT RESOLVED THAT: the City of Grosse Pointe Woods CDBG application is hereby authorized to be submitted to Wayne County for inclusion in Wayne County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that Frank Schulte, City Administrator, is hereby authorized to execute all documents, agreements, or contracts which result from this application to Wayne County.

Made and passed this 27th day of February, 2023.

I, Paul Antolin, the duly authorized City Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the City of Grosse Pointe Woods City Council on February 27, 2023.

Name: Paul Antolin
City of Grosse Pointe Woods, City Clerk
County of Wayne, Michigan